



Tamluk Ghatal Central Co-Operative Bank Ltd

Regd. No. 25, Date : 26.01.65

P.O. Tamluk # Dist. Purba Medinipur # West Bengal # Pin. 721636

HEAD OFFICE

Memo No. GP 1526/1010(2)

Dated, Tamluk, 06-08-2026

Advt. no. 16/2026 ::

PUBLIC NOTICE – EMPANELMENT OF LAND SURVEYORS /AMIN

Tamluk Ghatal Central Co-operative Bank Ltd. invites applications for Empanelment of Land Surveyors /Amin for a period of 3(three) years, subject to fulfillment of the criteria related to educational qualifications and experience, mentioned in the **Annexure-III (Eligibility Criteria) & terms of engagement given in Annexure-IV.** The quality of service provided/performance of the surveyors/Amin shall be reviewed annually by the Bank.

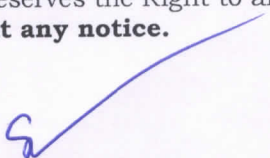
Applications shall be submitted as per the **Annexure-I ,II , III & IV** attached, along-with the copies of the **qualification and experience proofs in a sealed envelop super scribed as “Application for Empanelment of Land Surveyors /Amin -Advt.no-16/2026 dated 06-08-2026”** to the **Head Office on all working days from 07-08-2026 to 17-08-2026 between 10.00 a.m to 5.00 p.m only.**

Address for communications:

To
The Chief Executive Officer
Tamluk Ghatal Central Co-operative Bank Ltd.
Tamluk : Purba Medinipur
Pin-721636

In case any Surveyor has been found guilty of misconduct in professional capacity in some other Bank/Institution and his name has been circulated/ reported by the Indian Banks Association (IBA)/ Central Bureau of Investigation (CBI)/ Reserve Bank of India (RBI)/ Any other Govt. Agency/ Body, his/her application will not be considered for empanelment.

Bank reserves the Right to amend/modify any terms of **empanelment** and withdraw the **advertisement without any notice.**


**Dy. RCS, Govt. of W.B &
Chief Executive Officer**

Annexure - I

Application for Empanelment as a Land Surveyor /Amin

To

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Affix
passport
size colour
photograph
and sign
across

**Subject: Application for empanelment as a Land Surveyor /Amin
Registration No. (if applicable) :**

Sir/Madam,

I, being an individual hereby apply for empanelment as a Land Surveyor /Amin for your bank.

The details are as under ;

B. PERSONAL DETAILS :

Title (Mr./Mrs./Ms.) :

1. Name :
2. Father's Name :
3. Mother's Name :
4. Date of Birth :
5. PAN No. :
6. AADHAAR No. :
7. Address for correspondence :
8. Permanent Address :
9. E-mail Address :
10. Mobile No. :
11. Others :

C. EDUCATIONAL AND SURVEYOR / AMIN QUALIFICATIONS :

1. Educational Qualifications

[Please provide educational qualifications from **Madhyamik** or equivalent onwards :

Educational Qualification	Year of passing	Marks (percent.)	Grade/Class	Board/University	Remarks, if any

3.(a). Details of examination passed for land survey :

Date of examination	Subject	Marks secured	Percentage

3.(b). Surveyor /Amin Qualifications :

Surveyor/amin specific qualification/course	Membership No. In Registered Surveyor organization	Remarks, if any

D. WORK EXPERIENCE (if applicable)

1.Are you presently in practice/employment? (Yes or No)

2.Number of years in practice or of work experience in the relevant profession or in valuation (attach evidence in the form of reference letters/copies of valuation reports/any other evidence) :

3.If in practice, address for professional correspondence :

4.Number of years in employment (if years and months):.

5.Experience Details

Sl. No.	From Date	To Date	Employment/ Practice	If employed, name of employer and Designation	If in practice, experience in the relevant profession/valuation	Area of work

E. ADDITIONAL INFORMATION

1. Have you ever been convicted for an offence? (Yes or No). if yes, please give details.

2. Are any criminal proceedings pending against you /or your partners/directors? (Yes or No) if yes, please give details.

1. Are you un-discharged bankrupt, or have applied to be adjudged as a bankrupt? (Yes or No) If yes, please give details.

2. Please provide any additional information that may be relevant for your application.

G. ATTACHMENTS

1. KYC documents .

2. Copy of certificate of Land Surveyor / Amin.

3. Copy of membership with professional bodies (if any)

4. Reference Letter(s) as prescribed in Annexure-V

5. Copies of documents in support of educational qualifications, professional qualifications and Surveyor /Amin qualifications .

6. Copies of documents demonstrating practice or work experience for relevant period, if applicable.
7. Copies of certificate of employment by the relevant employer(s), specifying the period of such employment, if applicable.
8. Financial statements/Income Tax Returns for the last three years.
9. Passport size photograph(s) of Individual/proprietor/partners/directors.

H. AFFIRMATIONS

1. Copies of documents, as asked of this application form have been attached. The documents attached are

I undertake to furnish any additional information as and when called for.

2. This application and the information furnished by me along with this application is true and complete. If found false, misleading or incorrect I will be fully responsible for the consequences.

Place :

Signature & Name of applicant

Date :

List of documents to be submitted

Sl. NO.	Name of documents
1.	Copy of proof of membership with a registered surveyor organisation (if applicable)
2.	Copy of membership with professional bodies
3.	Reference Letter(s) as prescribed in Annexure- III
4..	KYC documents .
5.	Copies of documents in support of educational qualifications, professional qualification and Surveyor / Amin qualifications .
6.	Copies of documents demonstrating practice or work experience for relevant period, if applicable
7.	Copies of certificate of employment by the relevant employer(s), specifying the period of such employment, if applicable.
8.	Financial statements/Income Tax returns for the last three years.
9.	Passport-size photograph(s) of Individual/Proprietor/partners/directors

The above list is illustrative and not exhaustive. The Bank may call for such other evidence as may be considered necessary for verifying the eligibility or competence of the surveyor.

Format of undertaking to be submitted by Individuals
DECLARATION - CUM - UNDERTAKING

I, son/daughter of do hereby solemnly affirm and state that

- a. I am a citizen of India.
- b. I will not undertake valuation of any assets in which I have a direct or indirect interest or becomes so interested at any time during a period of three years prior to my appointment as surveyor or three years after the valuation of assets was conducted by me.
- c. The information furnished in my valuation report dated DD-MM-YYY is true and correct to the best of my knowledge and belief and I have made an impartial and true valuation of the property.
- d. I have personally inspected the property on DD-MM-YYY. The work is not sub-contracted to my other surveyor and carried out by myself.
- e. Survey report is submitted in the format as prescribed by the Bank.
- f. I have not been depanelled/delisted by any other bank and in case any such depanelment by other banks during my empanelment with you, I will inform you within 3 days of such depanelment.
- g. I have not been convicted of any offence and sentenced to a term of imprisonment.
- h. I have not been found guilty of misconduct in professional capacity.
- i. I have not been declared to be unsound mind.
- j. I am not an un-discharged bankrupt, or has not applied to be adjudicated as a bankrupt.
- k. I am not an un-discharged solvent.
- m. My PAN Card number/Service Tax number as applicable is
- n. I undertake to keep you informed of any events or happenings which would make me ineligible for empanelment as a surveyor.
- p. I have not concealed or suppressed any material information, facts and records and I complete and full disclosure

Date :

Place :

Signature

(Name of the surveyor)

Eligibility Criteria for empanelment of surveyor in the Bank

A) A person shall be eligible to be empanelled as a Surveyor if:

- He / she is a citizen of India.
- He / she is minimum 25 years of age. (However, there is no maximum age limit for a surveyor to remain on panel).
- He / she should necessary educational qualification and professional skills as mentioned in B .
- The surveyor has not been convicted of any offence and sentenced to a term of imprisonment.
- The surveyor has not been found guilty of misconduct in professional capacity.
- The surveyor is not an un-discharged insolvent.
- The surveyor has not been convicted of an offence connected with any proceeding under the Income Tax Act 1961, Wealth Tax Act 1957 or Gift Tax Act 1958.
- The surveyor should possess valid a PAN Card number .

B) Qualifications & Professional skill and Experience

It is necessary that a surveyor possesses proper educational qualifications which make

S. No.	Educational Qualifications	Work Experience	Additional Requirement/Remarks
1 .	Passed in Madhyamik or equivalent from the Broad recognized by Govt. of India.	3 years' work experience in land survey	Must be conversant with local laws and land record systems.
2.	Certification in land survey from recognized institutes .		

C) Minimum/ Maximum Age requirement

The minimum age for empanelment shall be 25 years and there is no maximum age limit for a surveyor to remain on the panel.

D) Responsibilities of the Surveyor

- Land Surveyor must conduct physical site inspection and measurement as per standard government methods.
- He /She must report detailing.
 - o Exact measurements
 - o Boundary conditions
 - o Accessibility of the property through Baram Path
 - o Any encroachment or disputes observed
 - o Sketch or map of the surveyed property.
- Cooperate with Bank's valuer /legal officer when joint site visits are require

D) References (desirable)

Surveyor need to submit 3 reference letters and banks need to verify the quality of services provided by the surveyor in the previous instances before empanelling the surveyor on their panel. The referees shall be either

- Bank managers where previously the surveyor had done land survey or
- Companies/firm for whom the surveyor had previously done land survey.

The reference letter shall be on the letter head of the bank / Financial Company/ any other company where land survey have been done and shall be duly signed by a senior level manager / officer.

Surveyor need to furnish proof of experience. Any one of the following may be accepted as proof of experience:

- Letter of empanelment by any Bank / FI
- Letter of empanelment by any Court of India
- Letter of appointment as surveyor consultant by Government of India / any State Government / any Municipality / any Municipal Corporation

4. Letter of appointment as surveyor employee by Government of India / any State Government / any Municipality / any Municipal Corporation
5. Letter of appointment as a Land surveyor employee by any Limited Company engaged in the business of valuation .
6. Letter of appointment as a Land Surveyor consultant by any Limited Company.
7. Letter of appointment as a Land Surveyor employee by any partnership / proprietorship / private limited Company engaged in the business of valuation for the last five years.

The Experience of the Surveyor shall be calculated from the date of his first empanelment with any Bank / Financial Institution / High Court.

I) De-panelment

- a) The competent authority may de-list/de-panel a land surveyor on account of misconduct, for the instances mentioned below;
- i) misreporting or gross negligence
 - ii) Not complying to the Banks' instructions or contrary to specific instructions;
 - iii) Giving any false or misleading information to the bank at the time of empanelment or obtaining empanelment by fraudulent means;
 - iv) Action to the detriment of the interest of the Bank;
 - v) Compiling the land survey report with malafide intentions;
 - vi) Committing an act amounting to professional misconduct;
 - vii) Indulging in fraudulent activities including raising of fake bills;
 - viii) Delay in submission of reports beyond the time agreed upon;
 - ix) Convicted of an offence connected with any proceedings under the Income Tax Act, 1961, Wealth Tax Act, 1957 or Gift Tax Act, 1958.
 - x) Threatening, intimidating or abusing any of the employees, officers/ or Representatives/constituents of the Bank;
 - xi) Deficiency in Service;
 - xii) Blacklisted by any Bank or any complaint has been filed against the surveyor/ firm before CBI/Serious Fraud Investigation Office (SFIO)/ or any other Courts.

The above instances are only illustrative and not exhaustive, and the competent authority may amend/modify any of the above conditions or may add one or more such instances that may be considered as a reason for de-panelment of the surveyor.

The matter of de-panelment shall be intimated to the IBBI, IBA and such other authority/body as may be considered necessary/appropriate.

Land Survey Methodology

Land Surveyor should have knowledge surveying land from traditional chain and tape procedures governed by The Bengal Survey Act, 1875 to advanced laser based digital mapping .He /She must submit survey report along with sketch as asked by the bank authority.

TERMS OF ENGAGEMENT FOR EMPANELMENT OF SURVEYOR

Empanelled surveyors shall be engaged by the banks on the following terms:

1. Commencement of work – the surveyor shall commence the land survey work after a letter of appointment is issued to the Surveyor by the bank.
2. Duties of the surveyor – the surveyor shall perform his duties as per existing policy of the Bank.
3. Assistance by Bank officials – the surveyor shall be provided support ..
4. Confidentiality and Non Disclosure- the surveyor shall maintain confidentiality of the work being undertaken and shall not disclose information to any other person other than the person who has issued the appointment letter to the surveyor.
5. Sincerity and honesty apart, surveyor should be guided by the quality of diligence in inspecting the property in detail and investigate, inspect and analyse it accordingly. He/She should take reasonable care to survey the land property entrusted to him/her by the Bank from time to time .
6. The surveyor shall ensure that the employees of his organization also follow the policy of the confidentiality and non disclosure.
7. The surveyor or his/her relative shall not accept gifts or hospitality which undermines or affects his independence as a surveyor .
8. The surveyor shall not offer gifts or hospitality or a financial or any other advantage to a public servant/ bank officials or any other person with a view to obtain or retain work for himself /herself , or to obtain or retain an advantage in the conduct of profession for himself/herself .
9. The surveyor shall provide services for remuneration which is charged in a transparent manner. He /She shall not accept any fees or charges other than those which are disclosed in a written contract with the person to whom he /she would be rendering service .
10. The surveyor shall complete the assignment within the stipulated time period as agreed to in the appointment letter. In case the surveyor takes up the assignment but does not deliver the survey report in a reasonable time even after three reminders, the bank shall take necessary steps to recommend the case for adjudication by the conflict resolution committee and in the meanwhile, appoint another surveyor to undertake the assignment.
11. In case the surveyor takes up the assignment but is not in a position to deliver due to any genuine reason, hardship or contingency, the surveyor shall inform the bank of the same and some extension of the time may be given to the surveyor to complete the assignment.
12. The surveyor shall not –contract the work to any other surveyor but surveyor shall carry out the work himself.
13. All communications between the bank and the surveyor shall be in writing/e-mail.
14. Any disagreement/dispute which cannot be resolved amicably between the bank and the surveyor shall be referred to the conflict resolution committee of the bank. Such a referral can be made either by the Bank or the surveyor.
15. Performance and quality of service provided by the surveyor shall be reviewed annually by the Bank authority. Where reports are found not satisfactory or adverse to interest of the Bank, he/she may be removed by the Bank authority assigning any reasons there for.